



## **STUDENT'S LEAVE APPLICATION FORM**

### **INSTRUCTIONS**

All documents must be submitted, failing which students will be considered absent without valid reason.

| S/N | Document to submit                                                       | Deadline for submission to <a href="mailto:academic@imsc.edu.sg">academic@imsc.edu.sg</a> |
|-----|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| 1.  | Leave application form                                                   | Before start of leave for approval                                                        |
| 2.  | Proof of departure from Singapore (return air tickets and boarding pass) | Date of departure                                                                         |
| 3.  | All other relevant supporting documents                                  | Last day of leave                                                                         |

| <b>Section A: Personal Particulars</b>                                                                                                                                                 |                      |                            |                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|----------------------------|--|
| Name of Student                                                                                                                                                                        |                      |                            |                            |  |
| Student ID                                                                                                                                                                             |                      |                            |                            |  |
| Course                                                                                                                                                                                 |                      |                            |                            |  |
| Leave Applied For                                                                                                                                                                      | From                 |                            | To                         |  |
| (Both Dates Inclusive)                                                                                                                                                                 |                      |                            |                            |  |
| Total No. of Leave Days Taken                                                                                                                                                          |                      |                            |                            |  |
| No. of Days Already Absent for the Module                                                                                                                                              |                      |                            |                            |  |
| No. of Days Left before Debarment and Re-Module                                                                                                                                        |                      |                            |                            |  |
| <b>Reason*</b><br>*Please attach supporting documents:<br>1. Medical leave – Valid medical certificate<br>2. Compassionate leave – Death certificate<br>3. Others – Case-by-case basis | Medical Leave<br>(✓) |                            | Compassionate Leave<br>(✓) |  |
|                                                                                                                                                                                        |                      | Others,<br>Please specify: |                            |  |
| Contact No. During Absence                                                                                                                                                             |                      |                            |                            |  |
| Emergency Contact Person                                                                                                                                                               |                      | Contact No.                |                            |  |

| <b>Section B: Applicant's Declaration</b>                                                                                                                                                                                                                        |                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Acknowledgement</b>                                                                                                                                                                                                                                           | <b>Student's Signature</b> |
| I understand that I have to get approval from the College before I can go on leave. Submitting this form does not mean my leave application is approved. If I do not get approval from the College, I will be considered absent without valid reason.            |                            |
| I understand that I have to provide supporting documents for my leave application. If I do not provide supporting documents, I will be considered absent without valid reason.                                                                                   |                            |
| I understand that even if my leave application is approved, I am still required to attend at least 70% of classes for each module. If my attendance falls below 70%, I am not allowed to sit for the final examination and I will be required to do a re-module. |                            |
|                                                                                                                                                                                                                                                                  |                            |
|                                                                                                                                                                                                                                                                  |                            |
| Student's Signature                                                                                                                                                                                                                                              | Date                       |



| Section C: For Official Use    |  |             |  |
|--------------------------------|--|-------------|--|
| Received On                    |  | Received By |  |
| Supporting Documents Submitted |  |             |  |
| Approved By                    |  | Recorded By |  |
| Signature                      |  | Signature   |  |
| Date                           |  | Date        |  |